NAME: CHRISTINE LOMBARDO *DATE: 3/26/93*
TITLE: SECRETARY FIELD SALES *DEPARTMENT: 1426*

OBJECTIVES	ACHIEVEMENTS
1. COMPLETE OFFICE ADMINISTRATION MANUAL TRAINING PROGRAM. • USE STEP BY STEP APPROACH. • CLARIFY QUESTIONS. • COMPLETE SIGN-OFF SHEETS.	
2. ASSIST MANAGEMENT IN THE REDUCTION OF ADMINISTRATIVE WORK BY HANDLING: • CORRESPONDENCE. • MONTH END REPORTS. • COUPON MANAGEMENT. • FILING. • VEHICLE. • INSURANCE • LRS • EXPENSE REPORTS • DRAFTS	
3. USE CREATIVITY TO PROPOSE CHANGES TO EXISTING PROCEDURES TO IMPROVE PRODUCTIVITY. • SECRETARIAL. • SALES REPRESENTATIVE. • MANAGEMENT. • PART-TIME EMPLOYEES.	

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